



# CITY OF ATLANTA

## Job Announcement

### ORGANIZATIONAL DEVELOPMENT ANALYST (HUMAN RESOURCES DEVELOPMENT ANALYST)

**STARTING SALARY: \$38,461**

**Salary Grade: 18**

**Applications Accepted From: February 6, 2006 until February 10, 2006**

#### **Minimum Job Requirements\***

Applicants for this position must have a Bachelor's degree in Organizational Development, Human Resources Education, or related field. Two (2) years of experience in conducting needs analyses, organizational design and change, team development, analyzing business strategy, organizational culture and structure or any equivalent combinations of training and experience will be determined under prescribed guidelines.

#### **Duties of the Job**

This employee will be responsible for assisting in the building and reinforcement of organization effectiveness and culture through the design and delivery of organization design, organization development, change management and leadership development systems. Provides internal consulting, and develops and delivers training programs to enhance organization capabilities. Conducts organization/business unit needs assessments and interventions. Assists in the design and management of the annual leadership resource review process, including talent review, succession planning, assessment of organization leaders, and development planning. Analyzes and prepares recommendations to management on specific training-related issues, as appropriate. Develops and designs programs to train in required skills and abilities; assists in creating career paths for all members. Assists with the revision of existing training and support materials, as necessary.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

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APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

**THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.**